



*Christ
Church
Parish* est. 1631
Kent Island

**Wedding
Ceremony
Information**



WEDDINGS AT CHRIST CHURCH PARISH, KENT ISLAND

ABOUT US

Marriages have been celebrated at Christ Church Parish in Stevensville, Maryland, for more than 386 years. Clergy, staff and members of our congregation are committed to making the celebration and blessing of each marriage a lovely and special occasion within the applicable policies and guidelines of our Parish and the Episcopal Church.

As an Episcopal Church we believe that marriage is sacramental action, an outward sign of God's Blessing and Grace poured out upon two consenting adults in the presence of witnesses. It is both a legal contract and a service of public worship, where two people offer their vows to each other before the gathered community and Christ's table. Holy Matrimony celebrates and affirms the establishment of a lifelong relationship in the presence of God and at least one party must be baptized. The Book of Common Prayer teaches that "The union of two persons in heart, body, and mind is intended by God for their mutual joy; for the help and comfort given one another in prosperity and adversity; and, when it is God's will, for the procreation of children and their nurture in the knowledge and love of the Lord. Therefore marriage is not to be entered into unadvisedly or lightly, but reverently, deliberately, and in accordance with the purposes for which it was instituted by God."

REQUIREMENTS AND ADVANCE NOTICE

Christian marriage is a solemn and public covenant between two people in the presence of God. In the Episcopal Church, it is required that at least one of the parties be a baptized Christian (not necessarily in the Episcopal Church), that the ceremony be attended by a minimum of two witnesses, that the marriage conform to the Canons of the Episcopal Church, and that the Clergy be given at least thirty (30) days' notice. Please note that a Marriage License *issued by Queen Anne's County*, takes at least 48 hours after application is made before it is issued. From that point, it is valid for six (6) months.

For persons who have been divorced and who are seeking remarriage in the Church, it is necessary to obtain consent from the Bishop of the Diocese of Easton prior to the wedding. The applicable forms are in the Rector's office. Please note that ninety (90) days advance notice is required in these circumstances.

PREMARITAL COUNSELING

Because marriage is expected to be a life-long union, the Episcopal Church requires that both parties have been instructed as to the nature, meaning, and purpose of Holy Matrimony by a member of the clergy, or that they have both received such instruction from persons known by the member of the clergy to be competent and responsible. The initial counseling session and the final session should be conducted by the clergy of Christ Church Parish. In some instances, when the couple lives some distance from Stevensville, another clergy person, acting on behalf of Christ Church, and in consultation with the clergy, may do the premarital counseling.

OFFICIATING CLERGY

The clergy of Christ Church may officiate at your wedding at Christ Church. At the invitation and approval of the Rector of Christ Church, other Episcopal priests and ministers of other denominations may assist at your wedding service. Arrangements must be approved by Christ Church concerning all aspects of the ceremony and are the responsibility of the priest conducting the service.

CHURCH SEATING AND TIME OF BUILDING USE

Our church sanctuary will seat 400 people. **The church is reserved for four (4) hours per wedding;** additional time can be arranged subject to availability. You will be also able to use two rooms for the wedding party to dress and gather before the wedding.

MUSIC

Holy Matrimony is a service of worship in the church. Christ Church honors the standards of the Standing Commission on Church Music of the Episcopal Church regarding music at weddings. Please consult with the clergy regarding your music selections. If you plan to use the church sound system for music, a Church sound technician will be required.

FLOWERS

Flowers for your ceremony are the responsibility of the wedding family. A representative of the Church will explain where flowers may be placed.

UNITY CANDLE

Lighting a "Unity Candle" is not part of the customary marriage service in the Episcopal Church. If the couple wishes to light a unity candle, they may do so, but must provide the necessary supplies/stand/candles and bring them to the Church at the time of the rehearsal.

PHOTOGRAPHS

Because a wedding is a sacred service of worship, no flash photography is permitted during the actual service. Flash pictures just as the wedding party enters and leaves the

church are permitted. Other posed pictures may be taken before or after the service. A video camera (using natural light) may be used, provided it is located in an area which is designated by the clergy.

Camp Wright, which is situated next door to Christ Church, is set on 71 waterfront acres with beautiful views of the Chesapeake Bay and the Chesapeake Bay Bridge. By prior arrangement, you can have waterfront wedding or engagement pictures taken for a relatively low fee. For additional information, contact Camp Wright at 410-643-4171.

WEDDING HOST

A Wedding Host designated by the Church will be your point of contact and will be present at the rehearsal as well as the wedding ceremony. The wedding party may also have their own wedding coordinator who will work in conjunction with the church's Wedding Host.

WEDDING FEES

The fees for conducting a wedding at Christ Church consist of a Booking Fee, a Security Deposit, and Facility Fees. These fees are explained in detail on page 4 of this packet.

APPLICATION PROCESS FOR SCHEDULING WEDDINGS AT CHRIST CHURCH

To conduct your wedding at Christ Church, please complete, sign, and submit the Wedding Application included in this packet, accompanied by the \$50 Booking Fee at least 90 days before the wedding date.

At least 30 days before the wedding date, the responsible party must pay the security deposit and facility fees, sign and submit the Building Use Agreement, and provide a certificate of insurance naming **Christ Church Parish Kent Island** as an additional insured for bodily injuries and property damage covering risks associated with the use of the Church facility.

MARRIAGE PRAYER

At each wedding we pray: "O God, you have so consecrated the covenant of marriage that in it is represented the spiritual unity between Christ and his Church: Send therefore your blessing upon these your servants, that they may so love, honor, and cherish each other in faithfulness and patience, in wisdom and true godliness, that their home may be a haven of blessing and peace; through Jesus Christ our Lord, who lives and reigns with you and the Holy Spirit, one God, now and forever. *Amen.*"

Christ Church Parish, Kent Island
Wedding Fee Schedule

BOOKING FEE: A \$50.00 Booking Fee is required for all weddings to reserve the date and space. This fee is applied your Wedding Fees Total. The booking fee is NON-REFUNDABLE if canceled within 90 days before the wedding date.

SECURITY DEPOSIT: All weddings also require a \$200.00 Security Deposit. The Church will return the entire Security Deposit within 30 days after the event if all conditions of the Building Use Agreement are met. The Church may make deductions from the Security Deposit for damage to or loss of Church property, extra cleaning required, extending use beyond agreed time, use of facilities other than those authorized by the Church, and, at the Church's discretion, other non-compliance with the Building Use Agreement.

FACILITY FEES: Facility fees are based on the space used, the length of time of the rental, and whether sound technician is used. The facility fees are as set forth below.

Sanctuary: Seats up to 400 people.

- Rehearsal and up to 4 hours for Wedding Service and pictures: \$750.00
- Additional Hours: \$100.00/hour

Shand Hall: Seats up to 287 (without tables) or 134 (with tables) people.

- Up to 4 hours with Kitchen use: \$750.00
- Up to 4 hours without Kitchen use: \$650.00
- Rental time includes up to 2 additional hours for set-up and up to 2 additional hours for clean-up
- Additional Hours: \$75.00/hour

PAYMENTS: The Booking Fee is due at the time the Wedding Application is submitted to the Church. The Security Deposit and Facility Fees are due 30 days before the wedding date. Checks returned by the bank for non-payment are subject to a \$35.00 fee per check as provided by Maryland law.



Wedding Application

Please note that completion of this application does not guarantee the approval by Christ Church Parish, Kent Island (CCPKI) of the event or the date(s) requested. A \$50 Booking Fee is due at the time of application.

	Name:					
	Address:					
	Phone:					
	Email:					
	CCPKI member?		Baptized (in any Church)? ¹		Divorced? ²	
	Name:					
	Address:					
	Phone:					
	Email:					
	CCPKI member?		Baptized (in any Church)? ¹		Divorced? ²	
Wedding Coordinator	Name					
	Phone		Email			
Person Responsible for Payment	Name					
	Address					
	Phone		Email			
CEREMONY						
Wedding Date Requested:			Start Time:			
			End Time			
Rehearsal Date:			Time:			
Clergy Performing Service	<i>(Note: Outside Clergy must be approved by Christ Church's Rector before the Ceremony date.)</i>					
# of Guests Expected:	Adults:		Children:			
Do you want communion at the wedding service?						
Reception to be Held at Christ Church?				If yes, times:		

¹ See page 1 setting forth basic requirements for marriage in the Episcopal Church
² See requirement to obtain consent of Bishop of the Diocese of Easton, on page 1.

MUSIC			
What type of music will you have? (Check all that apply.)			
<input type="checkbox"/>	Organist	Name:	Phone:
<input type="checkbox"/>	CD		
<input type="checkbox"/>	Pianist	Name:	Phone:
<input type="checkbox"/>	Other, please describe.		
FLOWERS			
Will there be flowers for the ceremony?			
<input type="checkbox"/>	If yes,	Florist Name:	
		Florist Phone	
Other flower information:			
PHOTOGRAPHS AND VIDEO			
Will there be a photographer for the ceremony?			
<input type="checkbox"/>	If yes,	Name:	Phone
Will there be a videographer for the ceremony?			
<input type="checkbox"/>	If yes,	Name:	Phone
Application Submitted			
By:			
<i>Print Name</i>		<i>Signature</i>	
Date:			
TO BE COMPLETED BY CHURCH			
Wedding Fees Total		Amount Paid	
Date Certificate of Insurance Provided			
Date QAC License Provided			
Application Approved by:		Date	Agreement #



Christ Church Parish, Kent Island Building Use Agreement

This Building Use Agreement is between Christ Church Parish Kent Island (“the Church”) and the Responsible Party for the Wedding, as specified on page 2 of this document. The Church and the Responsible Party agree as follows:

Use/Condition of Church Property:

1. The Responsible Party shall use only the space and equipment specified in this Agreement and only on the dates and at the times set forth on page 2 of this document. Those dates and times are hereinafter sometimes referred to as “the Wedding.”

2. Under no circumstances shall the Responsible Party sublease or allow any other organization or individual to use the facilities covered by this Agreement or occupy any room in excess of the authorized fire regulation capacity for that room.

3. The Responsible Party shall ensure compliance with all applicable Federal, State and local laws and regulations during the Wedding.

4. If professional caterers are used for the Wedding, the caterers must provide proof of insurance and be approved by the Church 7 days prior to the Wedding. Caterers must furnish all food and equipment, including linens, flatware, cups, dishes, and utensils for the Wedding.

5. Parking shall be in designated areas only. There is absolutely NO parking on any Church grounds surface other than the parking lots.

6. The Responsible Party is responsible for the care and clean-up of Church facilities, furnishings, and equipment, leaving all in pre-rental condition. The Responsible Party must remove all trash, food, and other supplies.

7. Any loss or damage to the facilities, furnishings, or equipment must be immediately reported to the Church. All repairs and/or replacements will be arranged and completed by the Church. All costs associated with damage and loss will be paid by the Responsible Party through the Security Deposit and additional funds as needed.

8. The Church reserves the right to have a representative present during the Wedding.

9. The Church does not assume any responsibility for goods delivered to or left at the Church for the Responsible Party before the Wedding or for lost or stolen articles or items left on the Church premises.

Smoking and Alcohol:

10. Smoking within any part of Church facilities is strictly prohibited. If people attending the Wedding smoke outside the building, the Responsible Party is responsible for cleaning up any smoking materials.

11. Alcohol consumption at the Wedding reception is allowed only if agreed to by the Church in writing before the Wedding. If approved, non-alcoholic beverages must also be as readily available as alcoholic beverages and alcohol service must be monitored by a responsible adult. Alcohol service to persons under age 21 is not permitted.

Indemnification and Insurance:

12. The Responsible Party agrees to indemnify, defend and hold harmless Christ Church Parish Kent Island, its officers, agents, and employees, and each of them, from any and all losses, costs, expenses (including reasonable attorney’s fees), claims, liabilities, actions or damages including

liability for injuries to any person(s), damage to property or third persons directly or indirectly arising out of or in any way connected to the use of the Church's facilities.

13. At least 30 days prior to the Wedding, the Responsible Party must provide the Church with a Certificate of Insurance that names Christ Church Parish Kent Island as an additional insured and shows insurance for at least \$500,000.00 for each occurrence, and \$1,000,000 total for bodily injuries and property damage covering risks associated with the use of the Church facilities.

14. The Church is excused from performance for any period where it is prevented from performing in whole or in part, as a result of an act of God, court order, or other cause beyond its reasonable control.

Rental Dates, Times, Space and Equipment:

15. The dates, times, facilities and equipment rented by the Church to the Responsible Party pursuant to this agreement are:

Rehearsal Date:		Time:	
Wedding Date		Times:	
Space:	Church Sanctuary Two rooms for wedding party to dress		
Equipment:			

16. The Church kitchen, sound system, organ, piano and other musical instruments shall not be used during the Wedding unless authorized in this agreement or otherwise authorized in writing by the Church.

Fees:

17. Fees for the rental are (1) a \$50 Booking Fee, (2) a \$200 Security Deposit, and (3) a Facility Fee based on the space and equipment that are rented. The Booking Fee is due when the Wedding Application is submitted and is applied to the total fees due from the Responsible Party. The Security Deposit and Facility Fees are due 30 days before the Wedding.

18. The Facility Fee for this rental is: \$_____.

Compliance:

19. The Responsible Party is responsible for compliance with all the conditions of this Agreement.

The person signing this Agreement for the Responsible Party is at least 21 years of age and has read, understands, and agrees to the terms of this Agreement.

(Print RESPONSIBLE PARTY Name)

(Date RESPONSIBLE PARTY Signed)

(Signature for RESPONSIBLE PARTY)

(Print Signer's Name)

(CHURCH Authorized Signature)

(Date)